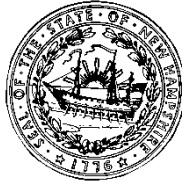


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**SAMPLE POLICY & PROCEDURE FOR SPONSORS
OF FAMILY DAY CARE HOMES & CENTERS**

Purpose and Procedure for the 5-Day Reconciliation of Meal Count Policy

Policy: A reconciliation of meal counts for five consecutive days during the current and/or prior claiming period must be included as part of each monitoring review of a sponsored center or family day care home.

Purpose: The purpose of this policy is to assist in the determination of accurate submitted meal counts.

Procedure:

- 1) To prepare for the monitoring visit:
 - Review facility enrollment forms
 - Review previous monitoring visits and meal counts for past corrective actions or patterns or irregularity
 - Check for approved meal types
- 2) Upon arrival at the facility check:
 - That enrollment forms are up to date
 - The meal counts for the current week do not exceed capacity
 - Only approved meals are being claimed for
- 3) Select five day period to reconcile meal counts:
 - FDCHs – reconcile meal for all enrolled children
 - CCCs – base the reconciliation of meals on a random sample of enrolled children that equals at least 10 percent of the number of children enrolled, with a minimum of five children's records being reconciled in sponsored centers with 50 or fewer enrolled children
- 4) For each review day examined:
 - Compare the information on the Child Enrollment Forms (days of week in attendance, hours in attendance, and meals in attendance) to actual meals claimed for each enrollee for the 5 day period
 - Record all inconsistencies
- 5) Compare the results of the analysis to attendance records for the same 5 day period.
Record all inconsistencies.
 - Note: If no enrollment forms are required (as in at-risk programs, and in some OSHCCs and shelters) reconcile meal counts to attendance records only.

6) If no discrepancies are found note this on the monitoring review form.

7) If discrepancies are noted, attempt to reconcile the differences and establish whether an over-claim has occurred. A partial list of methods to reconcile discrepancies include:

- Provider/staff interview
- Broadening the scope of the reconciliation period
- Subsequent unannounced visit

8) If the meal counts are found to be inaccurate, establish the over-claim:

- Deny only the invalid portion of the claim
- Evaluate the severity and frequency of the problem
- Initiate a plan of corrective action. Examples include, but are not limited to; guidance, training, written plans of correction and/or policies, serious deficiency, random household contacts, unannounced reviews, more frequent reviews, submission of attendance docs
- Document the findings on the monitoring review form and inform the facility in writing
- Follow up during next monitoring visit

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